Auditing Procedures Penort

Local Government T			Local Government Nan	ne:		County		
☐ City ☐ Towns	☐ Township ☐ Village ☐ Other ☐ East Lansing-Meridian Water and Sewer Authority				Inghaml			
Audit Date June 30, 2004	'						ed To State:	
with the Statements	of the Governmenta	al Accountir	ll unit of government and ng Standards Board (GA n by the Michigan Depart	SB) and the <i>U</i> i	niform Reporting			
We affirm that:								
1. We have complied	ed with the Bulletin i	for the Audi	ts of Local Units of Gove	rnment in Mich	igan as revised.			
2. We are certified	public accountants	registered to	o practice in Michigan.					
We further affirm the and recommendation	-	sponses hav	ve been disclosed in the f	financial statem	nents, including th	e notes, or in th	ne report of comments	
You must check the a	• •		low: ds/agencies of the local	unit are exclud	ed from the finan	cial statements	; .	
☐ Yes ⊠ No 2.	There are accum	ulated defic	its in one or more of this u	unit's unreserve	ed fund balances/i	retained earnin	gs (P.A. 275 of 1980)	
☐ Yes ⊠ No 3.	There are instan	ces of non-	compliance with the Unifo	orm Accounting	g and Budgeting A	Act (P.A. 2 of 1	968, as amended).	
☐ Yes ☒ No 4.			e conditions of either an o rgency Municipal Loan A		der the Municipal I	Finance Act or i	its requirements, or a	
☐ Yes ☒ No 5.			linvestments which do no 1982, as amended [MCL		statutory requiren	nents. (P.A. 20	of 1943, as amended	
☐ Yes ☒ No 6.	The local unit ha	s been delir	nquent in distributing tax	revenues that v	were collected for	another taxing	g unit.	
Yes No 7.	(normal costs) in	the current	e Constitutional requirem t year. If the plan is mor contributions are due (p	e than 100% for	unded and the ov			
☐ Yes ☒ No 8.	The local unit use	es credit ca	rds and has not adopted	an applicable p	olicy as required	by P.A. 266 of	1995 (MCL 129.241)	
Yes No 9.	The local unit ha	s not adopto	ed an investment policy a	as required by I	P.A. 196 of 1997	(MCL 129.95).		
We have enclosed	the following:				Enclosed	To Be Forwarde	Not d Required	
The letter of comme								
Reports on individua		programs	(program audits).					
Single Audit Reports	(ASLGU).] Ц			
Certified Public Acco	ountant (Firm Name): P I	LANTE & MOF	RAN, PLI	LC			
Street Address 27400 Northwestern Highway				City Southfield		State ZIP Michigan 48037		
Accountant Signatur						Date November 1	9, 2004	
Plante & Mos	ear, PLLC							

Financial Report
With Supplemental Information
June 30, 2004



Financial Report
With Supplemental Information
June 30, 2004



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Plante & Moran, PLLC



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Independent Auditor's Report

To the Board of Trustees

East Lansing - Meridian Water and Sewer Authority

We have audited the accompanying basic financial statements of East Lansing - Meridian Water and Sewer Authority (the Authority) as of June 30, 2004 and 2003, and for the years then ended, as listed in the table of contents. These basic financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of East Lansing - Meridian Water and Sewer Authority at June 30, 2004 and 2003, and the results of its operations and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis (identified in the table of contents) is not a required part of the basic financial statements but is supplemental information required by the Governmental Accounting Standards Board (GASB). We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

Plante & Moran, PLLC

October 7, 2004



Management's Discussion and Analysis

Using This Annual Report

This annual report consists of the Statement of Net Assets, the Statement of Revenues, Expenses, and Changes in Net Assets, and the Statement of Cash Flows. Along with the footnotes, they provide detailed financial information concerning the Authority. This section, the Management's Discussion and Analysis is intended to provide an overview of the Authority's financial condition, result of operations, and other key information.

Financial Overview

In analyzing the Authority's financial position, it is important to recognize the mission of the Authority. From a financial perspective, the Authority's core objective is to manage the long-term costs of providing purified water to the Municipalities. In essence, the Authority acts as a conduit for its two Municipalities. The amounts charged to the Municipalities approximate the operating costs incurred by the Authority in providing purified water. The key financial statistics for the Authority, therefore, relate to measurement of the ability to reduce total costs to the Municipalities (as opposed to the ability to accumulate financial resources).

	 2004	2003	 2002
Total operating expenses	\$ 2,447,101	\$ 2,407,119	\$ 2,600,137
Total water production (in thousands of gallons)	2,385,590	2,676,870	2,590,140
Cost per thousand gallons	1.03	0.90	1.00

The cost per thousands of gallons was higher than the prior year due to lower water consumption which was caused by milder temperatures and more consistent rainfall.



Management's Discussion and Analysis (Continued)

Financial Overview (Continued)

The Authority's total net assets increased by \$163,249 from the prior year. This is due to the funding from the Municipalities of the spent lime removal maintenance project which occurs every third year. As the Municipalities desire to keep their operating contributions consistent from year to year, the Municipalities contribute annually to support the costs of the project rather than contributing every third year. The increase in net assets is also due to the annual contribution by the municipalities to support payment of current bond principal and the purchase of new equipment, which is netted against current depreciation expense.

		2004	 2003	% Change	
Capital assets	\$	7,650,277	\$ 7,934,758	-4%	
Other assets		1,560,529	 1,570,166	-1%	
Total assets		9,210,806	9,504,924	-3%	
Long term liabilities		-	359,721	-100%	
Other liabilities		670,685	 768,331	-13%	
Total liabilities		670,685	1,128,052	-41%	
Net assets:					
Invested in capital assets net of related debt		7,290,556	7,235,377	1%	
Restricted assets		440,742	437,324	1%	
Unrestricted		808,823	 704,171	15%	
Total net assets	\$	8,540,121	\$ 8,376,872		

The total assets of the Authority decreased \$294,118 from one year ago. This was a result of annual depreciation and the related decreased net carrying amount of the Authority's capital assets.

The decrease in liabilities of \$457,367 was a result of two circumstances. Operating expenses funded by intergovernmental billings were higher in 2004 than in 2003 decreasing the excess contributions due to the municipalities. Secondly, principal payments on the System Improvement bond issue reduced total bonds payable. The remaining balance on these bonds will be paid in 2005. This resulted in no bonds payable beyond one year, and reduced long term liabilities to zero.



Management's Discussion and Analysis (Continued)

Financial Overview (Continued)

Intergovernmental billings are the contributions from the Municipalities to fund operating expenses. Because of this relationship, excluding the effect of the spent lime removal maintenance project, the operating expenses and intergovernmental billings should have a direct relationship. In the current year, operating expenses increased by only two percent, and intergovernmental billings decreased by only one percent. Any excess intergovernmental billings contributed to the Authority are reimbursed back to the Municipalities and are included in non-operating revenue (expense).

	2004	2003	% Change
Intergovernmental billings	\$ 2,460,440	\$ 2,497,258	-1%
Other operating revenue	360,726	326,470	10%
Operating expenses	 2,447,101	2,407,119	2%
Net income from operations	374,065	416,609	
Nonoperating revenue (expense)	 (210,816)	 (109,851)	92%
Net Income	\$ 163,249	\$ 306,758	

The decrease in nonoperating revenue (expense) was a result of decreased contributions from Municipalities for payment of principal and interest on bond issues. The Authority had two outstanding bond issues in 2003, one of which was paid off in 2003, reducing the contribution required in 2004.

Capital Asset and Debt Administration

The Authority incurred costs in fiscal years 2002 and 2001 related to the construction of two storage facilities and interconnect sites by the Board of Water and Light. These interconnect sites will allow the Board of Water and Light to provide water production to the Authority. There was no construction in 2004 related to the interconnect sites. The Authority has plans to complete one additional interconnect site with the Board of Water and Light in the near future.

The Authority had one outstanding debt issue of which proceeds were used for renovations and system improvements. This debt issue will be paid off in fiscal year 2005. The Authority has no definite plans to incur additional debt financing in the near future.

Economic Factors and Next Year's Rates

The expected production of water by the Authority for the next fiscal year is not expected to significantly change. As a result the related operating expenses and amounts contributed by the Municipalities should not substantially change.



Management's Discussion and Analysis (Continued)

Contacting the Authority's Management

This financial report is intended to provide our citizens, taxpayers, customers, and investors with a general overview of the accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact Karen Ruddy, CPA, Treasurer, East Lansing - Meridian Water and Sewer Authority, at 517-319-6892.



Statement of Net Assets

		June	e 30	
		2004		2003
Assets				
Cash and cash equivalents administered by the				
City of East Lansing (Note 2)	\$	1,055,799	\$	1,083,385
Inventory		37,495		34,284
Receivable due from Meridian Township		16,331		4,292
Receivable due from the State of Michigan		10,162		10,881
Assets limited to use (Notes I and 2)		440,742		437,324
Capital assets (Note 3)		7,650,277		7,934,758
Total assets		9,210,806		9,504,924
Liabilities				
Accounts payable		73,026		111,508
Accrued payroll and related items		62,581		53,075
Accrued interest payable		6,720		12,954
Due to municipalities		168,637		251,134
Bonds payable (Note 4):				
Due within one year		359,721		339,660
Due beyond one year				359,721
Total liabilites		670,685		1,128,052
Net Assets				
Invested in capital assets - Net of related debt		7,290,556		7,235,377
Restricted for debt service and other purposes		440,742		437,324
Unrestricted		808,823		704,171
Total net assets (Note 8)	<u>\$</u>	8,540,121	\$	8,376,872



Statement of Revenue, Expenses, and Changes in Net Assets

	Year Ended June 30				
		2004		2003	
Operating Revenue					
Intergovernmental billings from sale of water:					
City of East Lansing	\$	1,082,594	\$	1,198,684	
Meridian Township		1,377,846		1,298,574	
Contribution from municipalities for BWL contract (Note 5)		285,431		262,333	
State wellhead grant		75,295		64,137	
Total operating revenue		2,821,166		2,823,728	
Operating Expenses					
Salaries and wages		572,053		541,186	
Fringe benefits		162,604		154,246	
Pension (Note 6)		36,179		33,482	
Utilities		340,870		346,338	
Operating supplies		275,734		279,305	
Purchase of water from BWL		404,231		384,830	
Grant expenses		63,459		74,465	
Repairs and maintenance		300,011		289,421	
Outside services		165,136		167,758	
Rentals		21,268		21,268	
Administrative fees		25,000		25,000	
Insurance		66,527		63,205	
Communications		9,745		7,512	
Miscellaneous		4,284		19,103	
Total operating expenses		2,447,101		2,407,119	
Operating Income		374,065		416,609	
Nonoperating Revenue (Expenses)					
Interest income		14,832		12,167	
Contributions from municipalities:					
for payment of principal and interest on bonds		379,285		591,065	
Return of excess billings to municipalities		(168,637)		(251,135)	
Depreciation		(402,904)		(396,394)	
Interest on bonds		(33,392)		(65,554)	
Total nonoperating revenue (expense)		(210,816)		(109,851)	
Net Income		163,249		306,758	
Net Assets - Beginning of year		8,376,872		8,070,114	
Net Assets - End of year	\$	8,540,121	\$	8,376,872	



Statement of Cash Flows

	Year Ended June 30,			
		2004		2003
Cash Flows From Operating Activities				
Cash received from customers	\$	2,483,417	\$	2,746,481
Cash received from grants	·	75,295	·	64,137
Cash payments to employees for services rendered		(725,151)		(688,878)
Cash payments to suppliers for goods and services		(1,754,137)		(1,882,682)
Net cash provided by operating activities		79,424		239,058
Cash Flows From Capital and Related Financing Activities				
Principal and interest paid on long-term debt		(379,286)		(591,065)
Payments for the acquisition or construction of capital assets		(118,423)		(42,014)
Collection from municipalities for debt service and BWL interconnects		379,285		591,065
Net cash used in capital and related financing activities		(118,424)		(42,014)
Cash Flows From Investing Activities				
Interest received on investments		14,832		12,166
Sale (purchase) of investments		(1,773)		3,349
Net cash from investing activities		13,059		15,515
Net Increase (Decrease) in Cash and Cash Equivalents		(25,941)		212,559
Cash and Cash Equivalents - Beginning of year		1,289,634		1,077,075
Cash and Cash Equivalents - End of year	\$	1,263,693	\$	1,289,634
Reconciliation of Operating Income to Cash Flows From Operating Activiti	es			
Operating income	\$	374,065	\$	416,609
Adjustments to reconcile operating income to net cash from				
operating activities Return of excess billings to municipalities		(168,637)		(251,135)
Changes in assets and liabilities:		(100,037)		(231,133)
(Increase) decrease in inventory		(3,211)		4,378
(Increase) decrease in receivable due from Meridian Township		(12,039)		18,174
Decrease in receivable due from East Lansing		-		138,679
(Increase) decrease in receivable due from State of Michigan		719		(10,881)
Decrease in accounts payable		(38,482)		(175,373)
Increase in accrued payroll and related items		9,506		6,554
Increase (decrease) in due to municipalitites		(82,497)		92,053
Net cash provided by operating activities	\$	79,424	\$	239,058
Balance Sheet Classification of Cash and Cash Equivalents				
Cash and cash equivalents administered by the City of East Lansing	\$	1,055,799	\$	1,083,385
Assets limited as to use		207,894		206,249
Total cash and cash equivalents	\$	1,263,693	\$	1,289,634

There were no significant noncash capital and related financing or investing activities during the years ending June 30, 2004 and 2003, respectively.



Notes to Financial Statements June 30, 2004 and 2003

Note I - Significant Accounting Policies

The East Lansing - Meridian Water and Sewer Authority (the Authority) was jointly incorporated by the City of East Lansing and Meridian Township (the Municipalities) for the purpose of obtaining financing to construct water processing and purification facilities and selling purified water to the Municipalities.

Contributions from the Municipalities for principal payments on bonds and acquisition of capital assets are credited to nonoperating revenue. The Municipalities' share of the Authority's operating costs is based on their respective annual water consumption. Depreciation, which is allocated principally in proportion to the Municipalities' share of certain debt service requirements (Note 3), is not included as a reimbursable operating cost. Assets limited as to use and interest accrued thereon are to be used for equipment replacement, renovation, and construction of certain improvements.

Basis of Accounting - The Authority utilizes the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Private-sector standards of accounting issued prior to December 1, 1989, are generally followed, unless those standards conflict with standards of the Governmental Accounting Standards Board; the Authority has elected not to follow private-sector standards issued after November 30, 1989.

Cash and Cash Equivalents - The Authority considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Inventories - Inventories are valued at cost, on a first-in, first-out basis, which approximates market value.

Property, Plant, and Equipment - Property, plant, and equipment are recorded at cost. Depreciation is computed by the straight-line method based on the estimated useful lives, which range from 10 to 40 years, except for wells that have an estimated useful life of 80 years.

Return of Reserve to Municipalities - Pursuant to a decision by the Board, the Authority reviews the contributions by the respective Municipalities. The contributions are analyzed, and a return to the Municipalities in excess of operating expenses occurs.



Notes to Financial Statements June 30, 2004 and 2003

Note 2 - Deposits and Investments

The Authority's deposits and investments are included on the balance sheet under the following classifications:

	2004			2003
Cash and cash equivalents administered by the City of East Lansing for operations	\$	1,055,799	\$	1,083,385
Limited as to use:				
Cash and cash equivalents		207,894		206,249
Investments, at fair value		232,848		231,075
Total limited as to use		440,742		437,324
Total	\$	1,496,541	\$	1,520,709

The above amounts are classified by Governmental Accounting Standards Board Statement # 3 in the following categories:

Bank deposits (checking accounts, savings accounts,				
and certificates of deposit)	\$	440,742	\$	437,324
Cash and cash equivalents administered by the				
City of East Lansing		1,055,799		1,083,385
Total	¢	1,496,541	¢	1 520 709
i Otai	Ψ	ודכ,טלדו	Ψ	1,320,707

Deposits - The above deposits were reflected in the accounts of the bank of the Authority (without recognition of checks written but not yet cleared or of deposits-in-transit) at \$434,920 and \$430,573 on June 30, 2004 and 2003, respectively. Of these amounts, \$200,000 was covered by federal depository insurance at June 30, 2004 and 2003, and \$234,920 and \$230,573 were uninsured and uncollateralized at June 30, 2004 and 2003, respectively. The Authority believes that, due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all bank deposits. As a result, the Authority evaluates each financial institution it deposits Authority funds with and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.



Notes to Financial Statements June 30, 2004 and 2003

Note 3 - Capital Assets

Capital asset activity for the year ended June 30, 2004 was as follows:

							Depreciable
	2003		Additions		2004		Life-Years
Land	\$	277,812	\$	-	\$	277,812	-
Equity in BWL interconnect facility		854,188		-		854,188	10
Water treatment plant		6,908,576				6,908,576	10- 4 0
Wells, mains, and equipment		5,547,688		118,423		5,666,111	10-80
Total		13,588,264		118,423		13,706,687	
Less accumulated depreciation	_	(5,653,506)		(402,904)		(6,056,410)	
Net carrying amount	\$	7,934,758	\$	(284,481)	\$	7,650,277	

Note 4 - Long-Term Debt

The Authority issues bonds to provide for the acquisition and construction of capital facilities. Long-term debt activity can be summarized as follows:

	Paid During							
	Outs	tanding at	Υe	ar Ended	Outs	tanding at	Dι	ue Within
	June	30, 2003	June	e 30, 2004	June	30, 2004	0	ne Year
System Improvement Bonds, dated December 1, 1992, and maturing in the amount of \$360,000 in 2005 with								
an interest rate of 5.6%.	<u>\$</u>	699,381	\$	339,660	\$	359,721	\$	359,721
Total	\$	699,381	\$	339,660	\$	359,721	\$	359,721



Notes to Financial Statements June 30, 2004 and 2003

Note 4 - Long-Term Debt (Continued)

The full faith and credit of the Municipalities are pledged for payment of their respective shares of the System Improvement Bonds. As additional collateral for the payments on each bond issue, the Municipalities have pledged up to 25 percent of their annual sales tax proceeds from the State of Michigan. Proceeds from the System Improvement Bonds were used for renovations and system improvements. Corresponding interest and principal payments are shared by the City of East Lansing (50.3 percent) and Meridian Township (49.7 percent).

Debt Service Requirements - The annual requirement to service all debt outstanding as of June 30, 2004, maturing in 2005, is \$359,721 and \$20,439 of principal and interest, respectively.

Note 5 - BWL Wholesale Water Service Agreement

The Authority has entered into various agreements throughout the years with the Board of Water and Light of the City of Lansing (BWL) to provide connection and water services to both the City of East Lansing and Meridian Township. In conjunction with these agreements, certain interconnect fees are charged to the Municipalities.

Note 6 - Defined Benefit Pension Plan and Postretirement Benefits

Plan Description - The Authority participates in the Michigan Municipal Employees' Retirement System (MERS), an agent, multiple-employer defined benefit pension plan that covers all employees of the Authority. The system provides retirement, disability, and death benefits to plan members and their beneficiaries. The Authority represents a division within the actuarial report of the City of East Lansing. MERS issues a publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the System at 1134 Municipal Way, Lansing, MI 48917.

Funding Policy - The obligation to contribute to and maintain the system for these employees was established by the Authority's Board of Trustees and requires no contribution from the employees.



Notes to Financial Statements June 30, 2004 and 2003

Note 6 - Defined Benefit Pension Plan and Postretirement Benefits (Continued)

Annual Pension Costs - For the year ended 2004, the Authority's annual pension cost of \$36,179 for the plan was equal to the required and actual contribution. The annual required contribution was determined as part of an actuarial valuation at December 31, 2002, using the entry age normal cost method. Significant actuarial assumptions used include (a) an 8.0 investment rate of return, and (b) projected salary increases of 4.5 percent per year. Both (a) and (b) include an inflation assumption of 4.5 percent per year. The actuarial value of assets was determined using techniques that smooth the effects of short-term volatility over a four-year period. The unfunded actuarial liability is being amortized as a level percentage of payroll on a closed basis. The remaining amortization period is 30 years.

Three-year trend information as of June 30 follows:

	 Fiscal Year Ended December 31						
	2002		2003		2004		
General Employees' Retirement System:							
Annual pension costs (APC)	\$ 39,817	\$	33,482	\$	36,179		
Percentage of APC contributed	100% 10		100%	6 100%			
Net pension obligation	\$ _	\$	_	\$	_		

Postretirement Benefits - The Authority will provide health care benefits to various employees in accordance with the personnel rules upon retirement. Currently, the Authority has no retirees. The Authority will also include retirees and their spouses in a commercial health insurance policy, with no contribution required by the participant. During the year, there were no premiums paid as there are no retirees. There is also no advance funding of health insurance for retirees.

Upcoming reporting change - The Governmental Accounting Standards Board has recently released Statement Number 45, Accounting and Reporting by Employers for Post Employment Benefits Other Than Pensions. The new pronouncement provides guidance for local units of government in recognizing the cost of retiree health care, as well as any "other" post employment benefits (other than pensions). The new rules will cause the government wide financial statements to recognize the cost of providing retiree health care coverage over the working life of the employee, rather than at the time the health care premiums are paid. The new pronouncement is effective for the year ended June 30, 2009.



Notes to Financial Statements June 30, 2004 and 2003

Note 7 - Risk Management

The Authority is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation), as well as medical benefits provided to employees. The Authority has purchased commercial insurance for property loss, torts, errors and omissions, and medical benefits provided to employees claims, and participates in the Michigan Municipal League risk pool program for claims relating to employee injuries (workers' compensation). Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

The Michigan Municipal League risk pool program operates as a common risk-sharing management program for local units of government in Michigan; member premiums are used to purchase commercial excess insurance coverage and to pay member claims in excess of deductible amounts.

Note 8 - Allocation of Net Assets

		2004	2003		
City of East Lansing	\$	2,347,623	\$	2,345,054	
Meridian Township		4,219,320		4,284,791	
Unallocated		1,973,178		1,747,027	
T	Φ.	0.540.101	.	0.377.073	
Total	\$	8,540,121	\$	8,3/6,8/2	

